



CAREER OPPORTUNITY ANNOUNCEMENT

Office of Inspector General

ANNOUNCEMENT#: 04-4113-03 **OPEN:** 02/20/04 **CLOSE:** 03/12/04 **RECEIVED BY:** 03/12/04

POSITION: Criminal Investigator, GS-1811-9/11/12 (Promotion Potential to GS-13)

MINIMUM STARTING SALARY: GS-09, \$42,000 per annum
GS-11, \$49,178 per annum
(Listed salary does not include 25% GS-12, \$58,942 per annum
availability payment)

LOCATION: Office of Inspector General, Investigations Division, Dallas-Ft. Worth, TX

TYPE OF APPOINTMENT: Permanent

WORK SCHEDULE: Full-Time

COMPETITIVE STATUS REQUIRED: No

WHO MAY APPLY: Any U.S. citizen may apply.

PAYMENT OF RELOCATION EXPENSES IS NOT AUTHORIZED

DUTIES AND RESPONSIBILITIES:

The incumbent of this position will serve as a criminal investigator and, as such, will be responsible for planning and conducting complex investigations of possible criminal violations including fraud against the government, conspiracy, and corruption. These investigations can involve reconstruction of financial transactions and relationships initiated for the purpose of concealing the nature and extent of the criminal activity. The incumbent will examine records, books, payrolls, reports and correspondence; conduct interviews of witnesses and subjects; and utilize other standard law enforcement/investigative techniques, e.g. conducting surveillance and search warrants and making arrests. The incumbent will be responsible for preparing reports of investigations other written documents, will work closely with the Department of Justice in preparing cases for trial, and will provide testimony at trial and other legal proceedings

QUALIFICATION REQUIREMENTS:

The following is an excerpt from the Qualification Standards Handbook. Candidates must have at least one year of specialized experience, which is equivalent to the next lower grade in the Federal service. Specialized experience must have been in criminal investigative work. This experience must have demonstrated initiative, resourcefulness, tact and discretion. As indicated in the Qualification Standards Handbook, education may be substituted for experience at the GS-9 and GS-11 level. At the GS-9 level, applicants must have a master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree, or LL.B or J.D., if related. At the GS-11 grade level, applicants must have a PhD or equivalent doctoral degree or 3 years of higher level grade graduate education leading to such a degree or LL.M., if related. Time-in-grade requirement applies. Applicants must meet the time-in-grade requirement within 45 days of the closing date of the vacancy announcement.

MEDICAL REQUIREMENTS:

The duties of positions in this series require moderate to arduous physical exertion involving walking and standing, use of firearms, and exposure to inclement weather. Manual dexterity with comparatively free motion of finger, waist, elbow, shoulder, hip, and knee joints is required. Arms, hands, legs, and feet must be sufficiently intact and functioning in order that applicants may perform the duties satisfactorily. Sufficiently good vision in each eye, with or without correction, is required to perform the duties satisfactorily. Hearing loss, as measured by an audiometer, must not exceed 35 decibels at 1000, 2000 and 3000 Hz levels. Since the duties of these positions are exacting and responsible, and involve activities under trying conditions, applicants must possess emotional and mental stability. Any physical condition that would cause the applicant to be a hazard to herself/himself, or others is disqualifying.

QUALITY RANKING FACTORS USED IN THE RATING PROCESS:

Applicants who meet the minimum qualification requirements will be ranked on the following quality ranking factors. Your ranking will be used to determine if you will be referred to the selecting official. Applicants must submit a narrative description of their experience, education, training, etc. relative to each QRF. Be specific and limit responses to no more than one page per factor. Applications submitted without the supplemental statement will not receive further consideration. Please provide information in the following order:

1. Knowledge of generally accepted criminal investigative standards and techniques.
2. Knowledge of Federal criminal law and Federal Rules of Criminal Procedure and Evidence.
3. Skill in conducting investigations involving financial crimes.
4. Ability to prepare clear and accurate written reports on investigative matters.
5. Ability to provide effective oral briefings on investigative matters.

EVALUATION PROCEDURES:

Quality Ranking Factors (all applicants) (Applications will not be rated and ranked if QRF's are not submitted)
Training completed in the last 5 years (Merit promotion candidates only)
Awards received in the last 3 years (Merit promotion candidates only)
Your most recent performance rating of record (Merit promotion candidates only)

THE FOLLOWING COMPLETED FORMS ARE REQUIRED:

- You may use any written format you choose to apply for this position. However, your application or resume must include all of the items listed in Optional Form (OF) 612, Optional Application for Federal Employment (available at <http://www.opm.gov/forms/html/of.htm#of612>). Only your application or resume will be used to determine if you meet the minimum qualifications for the job and the grade level(s) for which you are qualified. If your application or resume does not include the required information, as outlined in the OF-612 and in this job vacancy announcement, you may lose consideration for the job. You must also submit:
- Supplemental statement addressing the Quality Ranking Factors (your knowledge, skills and abilities).
- Optional Form 306, Declaration for Federal Employment.
- Your most recent performance appraisal, if you are a current Federal employee.
- Your most recent SF 50, Notification of Personnel Action, if you are a current or former Federal employee.
- If you claim 5-point veteran preference, submit your DD Form 214, Certificate of Release or Discharge from Active Duty. If you claim 10-point veteran preference, submit a SF 15, Application for 10-Point Veteran Preference and proof required by that form. The SF 15 is available at <http://www.opm.gov/forms/html/sf/html>.

COMPLETED FORMS SHOULD BE SUBMITTED TO:

Office of Inspector General
Small Business Administration
409 Third Street, S. W. - Suite 7150
Washington, D. C. 20416
Attn: Ms. Betty Mackall
(202) 205-6580

CONDITIONS OF EMPLOYMENT:

- Candidates must satisfy medical requirements established for Criminal Investigators.
- If this would be the candidate's initial appointment to the 1811 Criminal Investigator series, you will be required to successfully complete the Federal Law Enforcement Training Center (FLETC) Basic Criminal Investigator Training Program in Glynco, Georgia.
- Satisfactory completion of a full field investigation is required.
- Appointment to this position is subject to negative drug test results.
- The incumbent will be required to maintain proficiency in the use of firearms.
- This position is covered under the special retirement provision for Law Enforcement Officer and Firefighter. Therefore, the maximum age for initial appointment to the 1811 series is the date immediately preceding an individual's 37th birthday.

OTHER FACTS PERTINENT TO THE POSITION:

- The incumbent will be required to travel.
- Individuals who are current career or career-conditional employees in the Federal service or are eligible for reinstatement to the Federal service (check <http://www.usajobs.opm.gov/blj.htm> to see if you are eligible) have competitive status and may be considered under both competitive examining and SBA's Merit Promotion and Placement Plan. Status applicants who wish to be considered under both procedures must submit two complete applications. When only one application is received from a status applicant, it will be considered under SBA's Merit Promotion and Placement Plan only. Candidates must submit an application for each grade level for which they wish to be considered. Please do not submit official position descriptions in lieu of narrative statements of experience.
- Individuals who are eligible for noncompetitive consideration under a special appointing authority (e.g., 30 percent compensable veterans, severely disabled persons, etc.) may apply. Applicants who wish to be considered under a special appointing authority as well as under the competitive examining procedures must submit two complete applications. When only one application is received from a noncompetitive eligible, it will be considered under the special appointing authority only. More information on special appointing authorities is available at <http://www.usajobs.opm.gov/> (disabled), <http://www.usajobs.opm.gov/b2b.htm> (veterans), <http://www.usajobs.opm.gov/ei52.htm> (veterans).
- Individuals who do not have competitive status and who are not eligible under a special appointing authority will be considered under competitive examining procedures only.
- Veteran preference only applies to applicants applying under competitive examining procedures. Information about veteran preference is available at <http://www.usajobs.opm.gov/ei3.htm>.
- If you are applying for special selection priority under SBA's Career Transition Assistance Plan (open to surplus SBA employees only) or the Interagency Career Transition Assistance Program (see <http://www.opm.gov/ctap/html/egct.htm#ICTAP> for eligibility requirements), you must submit one of the following as proof of your eligibility: reduction-in-force (RIF) separation notice; Notification of Personnel Action (SF 50) showing separation by RIF or removal for declining a directed reassignment or transfer of function outside the local commuting area; certificate of expected separation or other notice that you are surplus employee or eligible for discontinued service retirement; notice from a Federal agency that your injury compensation has been or is being terminated and that it cannot place you; notice from the Office of Personnel Management terminating your disability annuity; or notice from the military or National Guard that you retired under 5 USC 8337(h) or 8456.
- If you are eligible for special selection priority based on RIF, declining a directed reassignment or transfer of function outside the commuting area, retiring on the effective date of a RIF or retiring under the discontinued service retirement option, you must also submit a copy of a Notification of Personnel Action (SF 50) which shows the promotion potential of the career or career-conditional position from which you have been or will be separated and a copy of your last performance rating of record.
- If you are applying for special selection priority under the Federal Employment Priority Consideration Program for Displaced Employees in the District of Columbia Department of Corrections or Interagency Career Transition Assistance for Displaced Panama Canal Zone Employees, you must submit a copy of your RIF separation notice.
- To be found well-qualified for special selection priority by the Small Business Administration, you must meet the minimum qualification requirements for the positions, including any selective factors and receive at least two-thirds of the total possible points for the quality ranking factors (knowledge, skills and abilities).
- If you wish to be considered under a special appointing authority (e.g., disabled, Veterans Employment Opportunity Act, etc.) you must indicate on your application or resume the authority under which you are applying and include proof of your eligibility.
- The Defense Authorization Act of November 18, 1997, extends 5-point preference to veterans who served on active duty during the Gulf War from August 2, 1990 through January 2, 1992 (if service requirements were met and discharge was honorable). Preference will also be granted if you entered the military service prior to October 14, 1976, or served in a military action for which you received a campaign badge or expeditionary medal. However, you may be entitled to 10 point veteran preference if you are a disabled veteran; you have received a purple heart; you are the spouse or mother of a 100% disabled veteran; or you are the widow or widower or the mother of a deceased veteran. Proof of your eligibility for veteran's preference must be provided at the time of the application.
- The U.S. Small Business Administration provides reasonable accommodation to job applicants and employees with disabilities unless the accommodation would impose an undue hardship on the Agency. If you need a reasonable accommodation for any part of the application or interview process, please contact Betty Mackall, Human Resources Specialist, at 202-205-7372 (telephone), 202-205-7382 (fax), or (email) betty.mackall@sba.gov. If you are hearing impaired, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above. Decisions for granting reasonable accommodations are made on a case-by-case basis.

- If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- Your application contains information subject to the Privacy Act (P.L. 93-579, 5 USC 55A). The information is used to determine qualifications or employment, and is authorized under Title 5 of the United States Code Sections 3302 and 3361.
- An individual selected from a competitive register must serve a one-year probationary period and may be terminated because work performance or conduct during this period fails to demonstrate fitness or qualifications for continued employment (5 CFR 315.804).
- If selected, you will be required to provide documents proving that you are eligible to work in the U.S.
- Only material required by this announcement will be used to rate your application. Your application will not be returned to you.
- The use of U.S. Government postage-paid envelopes for the filing of job applications is a violation of the U.S. Office of Personnel Management and U.S. Postal Service regulations. Penalties include fines of up to \$300.00 and/or disciplinary action.
- All qualified applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, political affiliation, or any other characteristics not bearing on job performance.

OPTIONS IN APPLYING FOR THIS POSITION:

1. You may mail your application to the following address: Small Business Administration, 409 Third Street SW, Suite 7150, Office of Inspector General, Washington, DC 20416, ATTN: Betty Mackall. Applications received beyond the closing date will not be considered. SBA has experienced delays through regular mail over recent months and we do not take responsibility for such delays.
2. Applicants are strongly encouraged to apply for this position by E-mail: SBAOIGJobs@SBA.GOV or by fax on 202-205-7382. Be sure to include your name and the vacancy announcement number on your correspondence. Illegible applications will not be considered, nor will you be contacted to submit another application.
3. You may submit your application in person at the address above.

Personally delivered, e-mailed or faxed applications must be received by close of business on the closing date of the announcement. We are not responsible for errors in fax or e-mail, therefore, it is recommended that you call or email to verify that your application has been received on or prior to the closing date. You may call on (202) 205-6580.